

# EMERGENCY MEDICAL SERVICES SPECIALIST

POSITION ANNOUNCEMENT #06-111

MONTHLY EQUIVALENT

\$2607-3174 (under consideration for re-classification)

FINAL FILING DATE: December 5, 2005

Initial Interview Tentatively Scheduled for December 19, 2005

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## THE DEPARTMENT

Public Health

## THE POSITION

The Emergency Medical Services Specialist performs a variety of para-professional activities in the EMS Program including investigation of complaints regarding EMS Program; monitors performance of pre-hospital providers and assists the EMS Coordinator in the overall EMS Program; monitors service provider performance for compliance with conditions of contract; performs sample checks of dispatch and record keeping operations may accompany ambulance units in the field to conduct on-site review of emergency medical staff and services; must use a personal computer; may provide lead direction to other paraprofessional workers; provides training on basic life support level; oversees specified training programs and personnel certification; and performs other related work as required.

Essential functions of the Emergency Medical Services Specialist include the ability to operate a personal computer and other office equipment; communicate effectively with others in person and over the telephone; evaluate compliance data; interpret directions, procedures and regulations, and develop appropriate responses; perform job duties under stressful conditions; respond appropriately to situations; make presentations and maintain confidential information in accordance with legal standards.

## MINIMUM EMPLOYMENT QUALIFICATIONS

**Experience:** Two (2) years as a certified Emergency Medical Technician with experience performing paraprofessional medical duties in a hospital, ambulance service, fire service, or health care facility.

**Licenses:** Possession of a California Emergency Medical Technician certificate, or state with license/certificate reciprocal status; Possession of a valid California Driver's License at the time of appointment.

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## SELECTION PROCESS

**Only those applications received by 5:00 p.m. on the final filing date will be considered. Postmarks are not accepted.** In order to insure proper evaluation of your minimum employment qualifications, it is suggested you fill out the application COMPLETELY. Any material, resume, or written statement you think desirable may be included for additional information. If applying online additional material may be faxed, (209) 385-7375, or mailed to our department. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application will be invited to an oral interview. Final selection for this position will be made by the recruiting Department Head or his/her designee. **Please contact Human Resources at least three (3) working days before a scheduled examination/interview if you require accommodation in the examination/interview process. Medical disability verification may be required prior to accommodation.**

## TO APPLY

Applications may be obtained from and submitted to:

**Merced County Human Resources  
Administration Building, Third Floor  
2222 "M" Street, Merced, CA 95340  
(209) 385-7682  
FAX (209) 385-7375**

**OR**

**Merced County Web Site Employment Opportunities: <http://www.co.merced.ca.us>**

Date of issue: 11/10/2005

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